



City of Scottsdale
Planning and Development Services Department
One Civic Center
7447 E. Indian School Road, Suite 100
Scottsdale, Arizona 85251
Phone: 480-312-2500; FAX: 480-312-7088

**NOTICE – CERTIFICATE OF INSURANCE
FOR WORK PERFORMED OR STRUCTURES CONSTRUCTED
IN THE PUBLIC RIGHT-OF-WAY**

Pursuant to the requirements of Chapter 47 of the Scottsdale Revised Code, any work performed within any City right-of-way (ROW) may not occur without the issuance of an encroachment permit.

Effective immediately, no applicant shall be issued an encroachment permit until they have provided the City with a Certificate of Insurance in the amount of one million dollars (\$1M). The City of Scottsdale must be named as an "Additional Insured", with respect to all work performed in ROW while the work is in progress, and/or any permanent structure being constructed in the ROW that will remain in the ROW. The Certificate of Insurance must be provided by a reputable and financially healthy insurance company authorized to conduct insurance business in the State of Arizona.

For a permit to be issued for work or a structure in the ROW, the applicant must provide:

- Name, license number, address, and telephone number of the contractor performing the work
- Scottsdale tax license number
- Job supervisor's name, and office & mobile telephone number, or pager number
- Plan check number or a copy of the plans with the plan check number clearly visible on them

It is the responsibility of the applicant to maintain a valid Certificate of Insurance as long as the work is in progress or the structure remains in the ROW. Certificates of Insurance may be faxed to the above fax number. Should you have any questions or comments regarding this letter and the requirements, please feel free to contact the City of Scottsdale at 480-312-2500.